



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for Conducting Environmental Management System (EMS) Awareness Training at the USAG Mannheim

1. PURPOSE: To provide guidelines for conducting and documenting regular EMS Awareness training at the Mannheim Military Community.
2. APPLICABILITY: This procedure applies to all Mannheim Military Community members.
3. TRAINING OBJECTIVES: EMS Awareness training provides an overview of the purpose, scope, and importance of EMS implementation. Topics to be addressed in the EMS Awareness training include as a minimum:
 - a. An explanation of the garrison's EMS and the importance of policy conformance;
 - b. The Army's requirement to implement EMS, and how EMS procedures and requirements help protect the environment;
 - c. Examples of relationships between garrison or mission activities and significant environmental impacts;
 - d. What individuals can do to protect the environment;
 - e. Roles and responsibilities in achieving conformance with the environmental policy, procedures, and overall EMS;
 - f. Potential consequences of departure from operating procedures.
4. RESPONSIBILITIES:
 - a. Garrison Commander and Environmental Management System Management Representative (EMSMR): Provide command support for the EMS awareness training.
 - b. EMS Coordinator: Coordinates and plans training activities.
 - c. Director, Public Works: Provides overall supervision and direction for environmental program.

d. Environmental Management Division: Develops EMS awareness training, provides training material to employees, and conducts training. Maintains training plan. Keeps files of training participation and certification.

e. Garrison Employees & Cross-Functional Team (CFT) Members: Attend EMS awareness training provided by the Environmental Management Division, be aware of environmental policy, how their work activities affect the environment, and know the consequences of not following the appropriate procedures.

6. PROCESSES:

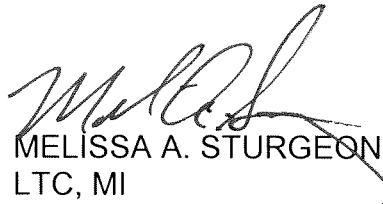
a. Command and Functional Level awareness training: All Garrison organizations and tenant units must participate in EMS implementation. During implementation it is mandatory for the community commander, every director and other key personnel to complete EMS awareness training. EMS awareness training is offered annually to the personnel listed under b, c and d.

b. Initial awareness training is provided to the CFT during Cross-Functional Team Meetings and EMS Awareness training sessions. The Command Group is initially trained during Environmental Quality Control Council (EQCC) meetings. Updates on the status of EMS implementation and news on EMS requirements are provided to the command group and functional level during regular EQCC meetings.

c. Operational Level EMS awareness training: German language training is provided to DPW shop foremen and shop leaders. This operational level awareness training is held as a combined EMS and Pollution Prevention (P2) awareness class and provides personnel with job-related environmental information and background.

d. Tactical Unit EMS Awareness training: EMS Awareness training is mandatory to Unit Environmental Compliance Officers (ECOs), and senior tactical leaders. The Environmental Management Division tailors the program so it does not interfere with military training, deployment, redeployment and re-integration activities.

7. POC is Ms. Mary Kay Foley, Chief, Environmental Management Division, at DSN 381-8675, email: mary.foley@us.army.mil



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